

# Amanda Clark

amanda@willardhopecenter.com

## Objective

To obtain the position as the Executive Director of Abigail Pregnancy Services.

## Education:

**Master of Business Administration- Health Care Administration**  
Mount Vernon Nazarene University

May 2014  
GPA: 4.0

**Bachelor of Science in Middle Grades Education**  
Content Areas: **Language Arts and Science**  
Ashland University

May 2008  
GPA: 3.56

**Associates of Theology**  
PeaceMakers School of Theology  
Sioux City, IA

October 2010

## Work Experience:

**Willard Hope Center-** Willard, OH      Director/Board President      September 2012-Present

- ❖ Implements the schedule of activities, daily devotional teachers, and meals with volunteers.
- ❖ Works with the community to promote Hope Center involvement by speaking at churches and local meetings.
- ❖ Applies for funding through different grant agencies.
- ❖ Creates a safe environment among the children that attend.
- ❖ Encourages children to discover the love of Jesus Christ through daily devotions and small groups
- ❖ Oversees the volunteers and their involvement within the ministry.

**Willard First Assembly of God-** Willard, OH      Children's Pastor/Treasurer      September 2012-Present

- ❖ Develops lessons for children's church.
- ❖ Oversees the finances by paying bills, writing paychecks, and working with the board for the church budget.
- ❖ Continues to find ways to strengthen the spiritual walk of the children.
- ❖ Sits on the church board to help plan church events as well as make business decisions regarding the church.

**Fisher Titus Medical Center –** Norwalk, OH      Registrar      January 2012- December 2013

- ❖ Registered outpatients for labs and radiology while using the Cerner application of registration.
- ❖ Ran Medicare through MediQuant to ensure that patients insured under Medicare are covered for the labs.
- ❖ Used FirsNet to register emergency patients into the emergency room.
- ❖ Registered lab drop offs for patients whom have dropped off their lab specimens.

**Release Time Bible Education-** Willard, OH      Bible Teacher/Volunteer Director      September 2012-May 2013

- ❖ Educated students in 2<sup>nd</sup> and 5<sup>th</sup> grade about God, Christ, salvation, and other biblical concepts and stories.
- ❖ Developed relationships with the children and with the volunteers.
- ❖ Contacted volunteers every week to ensure that each class has adequate number of volunteers.
- ❖ Worked under the Willard Alliance Ministerial Association and follows all rules set in place.

**Fisher Titus Medical Center-** Norwalk, OH      Transporter      January 2012- August 2012

- ❖ Transported inpatients and emergency department patients to MRI, CT, x-ray, or nuclear medicine.
- ❖ Assisted the patients when they are moving from their bed to the wheelchair or to the cart.
- ❖ Worked with Cerner Image Viewer, Person Finder, Order Viewer applications to view patients' orders.
- ❖ Communicated with other hospitals, doctor's offices, and clinics about the radiology results of patients using applications through Cerner to view the patient's results as read by the radiologist.

## Coaching Experience:

<b>Assistant Cheerleading Coach-</b>	Willard, OH	Willard High School	2005-2008
<ul style="list-style-type: none"><li>❖ Coached freshmen squads during football and basketball seasons.</li><li>❖ Monitored practices by making sure the cheerleaders were on task and doing their best.</li><li>❖ Planned practices based on what was needed most for improvement.</li><li>❖ Encouraged students to be strong leaders and do their best at all times whether in sports or in the classroom.</li><li>❖ Attended games, coaches meetings, awards banquets, and practices.</li></ul>			

## Volunteer Experience:

<b>Spiritual Hour Teacher-</b>	Sioux City, IA	Boys & Girls Home	2010-2011
<ul style="list-style-type: none"><li>❖ Teaches the teenage girls about the Word of God and Christian principles.</li><li>❖ Ministers to the girls about the walk of a Christian and various topics concerning youth and faith.</li><li>❖ Takes girls to youth group every Wednesday night to learn more through the youth pastor.</li><li>❖ Drives girls to church on Sunday so that they can attend church while being in treatment..</li></ul>			

<b>Youth Leader-</b>	Sioux City, IA	Cornerstone World Outreach	2009-2011
<ul style="list-style-type: none"><li>❖ Monitors youth during youth group to make sure they are appropriate.</li><li>❖ Assist in events and activities to facilitate youth.</li><li>❖ Encourage positive behavior and morals by setting an example for youth.</li></ul>			

<b>Brownie Girl Scout Troop Leader-</b>	Willard, OH	Girl Scouts of Erie Shores	2007-2008
<ul style="list-style-type: none"><li>❖ Administrated a troop of 14 girls from 1<sup>st</sup>-3<sup>rd</sup> grade.</li><li>❖ Generated meetings by deciding which try-it badge we would work for.</li><li>❖ Scheduled meetings to be at convenient times for everyone.</li><li>❖ Organized bake sales and fund-raisers to earn money for the troop.</li></ul>			

<b>Sunday School Teacher-</b>	Shiloh, OH	Messiah House of Prayer	2005
<ul style="list-style-type: none"><li>❖ Implemented lessons based on the Bible.</li><li>❖ Formulated lessons about creation, Adam and Eve, Noah's Ark, and Christmas.</li><li>❖ Produced crafts for the students to create based on the lessons.</li><li>❖ Organized the classroom to accommodate for the activities of the day.</li></ul>			

## Leadership Experience:

<b>Orientation Team-</b>	Ashland, OH	Ashland University	2005-2007
<ul style="list-style-type: none"><li>❖ Helped the incoming freshmen adjust to college life.</li><li>❖ Instructed how to use class scheduling program, Web Advisor.</li><li>❖ Gave tips on scheduling.</li><li>❖ Worked with students in making their four-year plans.</li></ul>			

<b>CMLA Vice-President-</b>	Ashland, OH	Ashland University	2006-2007
<ul style="list-style-type: none"><li>❖ Directed meetings along with the president and secretary for all middle grade majors at meetings.</li><li>❖ Structured meetings based on dealing with middle school issues.</li></ul>			

## Professional Development:

National Middle School Association Conference	Houston, TX	2007
CMLA Regional Conference	Columbus, OH	2007
CMLA First-Year Teacher Panel Conference	Tiffin, OH	2007
National Middle School Association Conference	Nashville, TN	2006

## Honors:

Kappa Delta Pi-Educational Honorary Fraternity	Ashland University	2007-2008
--	--------------------	-----------

## Additional Certifications:

Praxis II: PLT, Science, and Language Arts certified